

# How to Delete a Partial Listing on Paragon MLS



1 Click on the Listings tab.

The screenshot displays the Sunflower MLS website interface. At the top, there is a navigation bar with a search bar and a 'POWER SEARCH' button. Below this is a menu with icons for HOME, SEARCH, LISTINGS (which is highlighted), CMA, CONTACTS, FINANCIALS, ROSTER, RESOURCES, PREFERENCES, ADMIN, and CONNECT. The main content area is divided into several sections. On the left is a 'MESSAGE CENTER' with a 'MESSAGE HISTORY' section and a 'QUICK SEARCH' section. The 'QUICK SEARCH' section includes a 'LAST QUICK SEARCH' and 'LOAD SAVED QUICK SEARCH' section, a 'Search By Map' section, and various search filters like 'Address-Number', 'Price', 'Status', 'Agent', 'Listing Office 1', 'MLS #', and 'Zip'. The central part of the page features a 'HOME PAGE MESSAGE - WELCOME AMANDA BRIDGES' section with the Sunflower MLS logo and contact information: '3646 SW Plass Ave, Topeka, KS 66611, www.sunflowerrealtors.com, 785.267.3215'. Below this is a red banner with the text: 'The rules of the Sunflower MLS have not changed! SMLS directors will review the new NAR policy and communicate policy changes and implementation timelines after consulting with our technology vendors and participants. Read more at [facts.realtor](#).' To the right of the banner are 'Member Resources' including 'Broker Roster Change Form' and 'The CE Shop\*'. Below the banner is a 'Free CEs!' section with a 'Register/Learn more about Nate's afternoon class!' button. The bottom right corner features a 'MARKET MONITOR' section with a 'MY INFO' and 'MARKET' section, a 'CONTACT ACTIVITY (0 New)' section, and a 'CALENDAR' section showing the date '08 Tue Apr TO'.

## 2 Click "Partials"

The screenshot shows the Sunflower MLS website home page. A red circle highlights the 'Partials' option in the 'ADD LISTING' dropdown menu. The page features a search bar, navigation tabs, and various promotional banners.

## 3 Select the partial/draft listing that you want to delete.

The screenshot shows the Sunflower MLS website displaying a list of partial listings. A red circle highlights the listing with MLS # 61234, which is a fake listing.

MLS #	Address	Address 2	City	State	Price	Status	Type	Listing Agent	Picture Count	Style	# Cc
59951	0 Main ST	This is not a real list	Garden City	KS	\$1,000,000	Partial Listing-PAR	Condo	Amanda Bridges	1	Other	3
59949	000 Main ST	NOT A REAL LISTING	Topeka	KS	\$100,000,000	Partial Listing-PAR	Other	Amanda Bridges	1		
61234	0 Main ST	THIS IS A FAKE LIST	Inman	KS	\$999,999,000	Partial Listing-PAR	Package	Amanda Bridges	0	Airplane Bungalow	

#### 4 Click "Delete."

The screenshot shows a real estate software interface with a dark blue header and a pink navigation bar. The navigation bar includes buttons for HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, ROSTER, RESOURCES, PREFERENCES, ADMIN, and CONNECT. Below the navigation bar, there is a search area with fields for MLS #, ADDRESS (Number and Street), CLASS (All), STATUS (Partial Listings), and LISTING OWNER (My Listings). A table of listings is displayed below the search area. The table has columns for MLS #, Address, Address 2, City, State, Price, Status, Type, Listing Agent, Picture Count, Style, and # Cc. The table contains three rows of data. A red circle highlights the 'Delete' button in the top navigation bar.

MLS #	Address	Address 2	City	State	Price	Status	Type	Listing Agent	Picture Count	Style	# Cc
59951	0 Main ST	This is not a real listi	Garden City	KS	\$1,000,000	Partial Listing-PAR	Condo	Amanda Bridges	4	Other	3
59949	000 Main ST	NOT A REAL LISTING	Topeka	KS	\$100,000,000	Partial Listing-PAR	Other	Amanda Bridges	4		
61234	0 Main ST	THIS IS A FAKE LIST	Inman	KS	\$999,999,000	Partial Listing-PAR	Package	Amanda Bridges	0	Airplane Bungalow	

#### 5 Click "Delete"

The screenshot shows the same real estate software interface as in the previous image, but with a 'Delete' dialog box open. The dialog box contains the following information:

**Delete**

MLS # Temp-61234  
Class AUCTION  
Type Package  
County All Other Counties  
Asking Price \$999,999,000  
Address 0 Main ST  
Address 2 THIS IS A FAKE LISTING FOR TESTING PURPOSES  
City Inman  
State KS  
Zip 66512  
Status Partial Listing  
Sale/Lease For Sale  
IDX Include Y

Basement No  
Bedrooms 1  
Full or 3/4 Baths 1  
1/2 Baths 1  
Auction Reserve w/Min  
Approx Lot Size Subdiv lot Under 1 Acre  
Style Airplane Bungalow

The dialog box also includes a map showing the location of the listing in Inman, KS, and a red circle highlights the 'Delete' button in the top right corner of the dialog box.